

**UNION PUBLIC UTILITY DISTRICT  
339 MAIN STREET  
MURPHYS, CA 95247**

**MINUTES OF SEPTEMBER 18, 2019 REGULAR MEETING**

The Board of Directors of the Union Public Utility District met in Regular Session at the UPUD Office in Murphys, California, at approximately 7:00 PM.

|                    |                |                |
|--------------------|----------------|----------------|
| Directors Present: | RALPH CHICK    | President      |
|                    | GREG RASMUSSEN | Vice President |
|                    | DUANE ONETO    | Treasurer      |
|                    | ERIC BOTTOMLEY | Director       |

|                   |            |           |
|-------------------|------------|-----------|
| Directors Absent: | TOM QUINCY | Secretary |
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|               |                     |                  |
|---------------|---------------------|------------------|
| Also Present: | BILL ELTRINGHAM     | District Manager |
|               | ELAINE URRUTY       | Office Manager   |
|               | STEVE SARANTOPOULOS | UWPA             |
|               | PUBLIC AT LARGE     |                  |

1. PLEDGE OF ALLEGIANCE. The Pledge was given.
2. APPROVAL OF AGENDA. The agenda was approved as presented.
3. PUBLIC COMMENT. There was no Public Comment.

**CONSENT AGENDA**

4. APPROVAL OF MINUTES: August 21, 2019
5. APPROVAL OF MINUTES APPROVAL OF EXPENDITURES: August 2019 Expenditures

|          |  |
|----------|--|
| Motion:  | Director Oneto                           |
| Second:  | Director Rasmussen                       |
| Ayes:    | Directors Rasmussen, Oneto and Bottomley |
| Nays:    | None                                     |
| Absent:  | Director Quincy                          |
| Abstain: | Director Chick                           |

MINUTE ENTRY. TO APPROVE THE CONSENT AGENDA - ITEM #4 – MINUTES – AUGUST 21, 2019 & #5 – EXPENDITURES – AUGUST 2019 AS PRESENTED.

## REGULAR AGENDA

### RECURRING BUSINESS:

- 6.a CASH RECEIPTS REPORT. The Cash Receipts report for the month of August 2019 was included in the agenda packets for review. Elaine reviewed the cash receipts report with the Board.
- 6.b BALANCE OF FUNDS REPORT. The Balance of Funds report for the month of August 2019 was included in the agenda packet for review. Elaine Urruty reviewed the Fund Balance Report with the Board. The current LAIF balance as of August 31, 2019 is \$2,254,365.12. Elaine reported to the Board that our Union bank account is currently at \$358,000 and over the \$250,000 operating balance the Board had decided on, so Elaine asked for direction from the Board as to which LAIF reserve account they would like excess funds transferred to this quarter. Elaine recommended transferring funds to District Surplus, as we will soon need funds from reserve to cover costs of the work being done at the Main St. office. Discussion ensued and it was the Board's consensus to have the excess funds transferred to the District Surplus reserve account. Elaine will transfer these funds when she processes the quarterly transfers.
- 6.c BALANCE SHEET & INCOME STATEMENT. The August 2019 Balance Sheet & Income Statement were included in the agenda packet for review. Elaine Urruty reviewed the reports and reported the year to-date net income as of August 31, 2019 is \$107,210.38. Elaine reported that the net difference of our cash and reserve accounts to our long term debts as of August 31, 2019 is a positive \$1,665,527.15.

### OLD BUSINESS:

- 7.a REVIEW & POSSIBLE REVISION OF PERSONNEL POLICIES REGARDING PART-TIME EMPLOYEES: DISCUSSION/POSSIBLE ACTION – Elaine reported that she has received more information from CalPERS and Anthem in regards to our contract rules on what benefits we must offer per our insurance contracts; however, she is waiting for definite answers from the contracts office at CalPERS and Anthem to confirm. Elaine said that after our last meeting's presentation from David Andres on CalPERS & PEPRA coverage where he reported that PEPRA employees must pay the employee monthly contributions, she called CalPERS to confirm this; as CalPERS had allowed UPUD to pay our PEPRA employee contributions per our CalPERS contract. Elaine said she talked with retirement contracts office and was told that the PEPRA rule is that PEPRA employees must pay their employee contribution portion and this law supersedes our contract. CalPERS said that now that we are aware of this rule, we need to correct our contributions as soon as possible for our PEPRA employees and there will be no penalties for the employer paying the contributions in the past, especially since CalPERS directed us that this was okay. Discussion ensued regarding the part time customer service employee and whether to make it full time or increase to 6 hours. It was decided that Bill and Elaine will meet with the Personnel Committee to review the part-time position and policies next Wednesday. This item was tabled to the next meeting.

**NEW BUSINESS:**

At this time President Chick reported there was a request to add a New Business Item #8.d - Application for Irrigation Service, copies of the request were provided to the Board, and President Chick asked the Board for a motion.

Motion: Director Oneto  
Second: Director Rasmussen  
Ayes: Directors Chick, Rasmussen, Oneto and Bottomley  
Nays: None  
Absent: Director Quincy  
Abstain: None

MINUTE ENTRY. TO APPROVE ADDITION OF NEW BUSINESS ITEM #8.d – APPLICATION FOR TRANSFER OF IRRIGATION SERVICE AT 344 HWY 4, MURPHYS (APN #066-003-016) – FROM DIANE EASTMAN TO HILLARY WALSH & JOHNNY LENIHAN.

8.d APPLICATION FOR TRANSFER OF IRRIGATION SERVICE AT 344 HWY 4, MURPHYS (APN #066-003-016) – FROM DIANE EASTMAN TO HILLARY WALSH & JOHNNY LENIHAN; DISCUSSION/POSSIBLE ACTION Elaine Urruty reported that this property was planned to close escrow today and the office was just notified and would like irrigation transfer approved so they can transfer domestic and irrigation services at the same time. Bill Eltringham reviewed and recommended approval of this transfer.

Motion: Director Bottomley  
Second: Director Rasmussen  
Ayes: Directors Chick, Rasmussen, Oneto and Bottomley  
Nays: None  
Absent: Director Quincy  
Abstain: None

MINUTE ENTRY. TO APPROVE TRANSFER OF IRRIGATION SERVICE AT 344 HWY 4, MURPHYS (APN #066-003-016) – FROM DIANE EASTMAN TO HILLARY WALSH & JOHNNY LENIHAN

8.a REQUEST FOR APPROVAL FROM UPUD BOARD TO BE PLACED ON UWPA IRRIGATION APPLICATION LIST FOR POTENTIAL APPROVAL OF SERVICE – BROOKE LANGLOIS/ANDY RUCKER, 3006 WILD OAK RD., MURPHYS (APN #068-001-079); DISCUSSION/POSSIBLE ACTION A copy of the application & letter were included in the agenda packet for review. Elaine Urruty reported that Lori from UWPA had directed Andy Rucker to bring his application to UPUD first for Board approval and then the application can be forwarded to UWPA Board. Because this is the first application for this type of service in many years, Elaine said she placed the item on the agenda for Board direction of proper procedures. A motion was made by Director Bottomley and seconded by Director Oneto to

approve placement on UWPA irrigation service list. Lengthy discussion ensued regarding this type of application and service and whether or not we should be approving. It was the Board's consensus that UPUD should refer this application to UWPA and approval of service should begin with UWPA Board and then get final approval with the UPUD Board. Motions were withdrawn and the Board directed Elaine to contact the applicants and let them know that the application is being referred to UWPA and to forward the application to Lori at UWPA to place on their irrigation application listing.

- 8.b NOTICE FROM CALAVERAS COUNTY REGARDING THE PROPOSED ELECTION ADMINISTRATION PLAN (EAP) FOR THE VOTER'S CHOICE ACT; DISCUSSION/POSSIBLE ACTION A copy of the email from Calaveras County Elections Office was included in the agenda packet regarding the Draft EAP and dates for public comments and public hearing. A link to the Draft EAP was included in the email. Elaine reported that this item was placed on the agenda to inform the Board of the Voter's Choice Act and Draft EAP in case they wished to comment prior to approval. Elaine said the EAP is basically to approve Calaveras County going to an all mailed ballot in 2020 per Senate Bill 450. It was the Board's consensus that UPUD will comply with whatever the County approves.
- 8.c REVIEW AND STATUS OF PART-TIME CUSTOMER SERVICE CLERK POSITION; DISCUSSION/POSSIBLE ACTION. This item was tabled to the next regular meeting.

#### REPORTS:

- 9.a HWY 4 CORRIDOR ADHOC COMMITTEE REPORT. No one was able to attend, so there was nothing to report.

Hwy 4 Corridor meetings will start meeting quarterly. The next meeting is scheduled for Thursday, December 5, 2019 at 4:00 PM at the Murphys Sanitary District office in Murphys.

- 9.b UWPA REPORT. Steve Sarandopolous, UWPA General Manager, reported that last week UWPA went through their annual FERC inspection and they had no negative comments and are still awaiting the final engineer's report, but everything went well. UWPA has an outage planned from November 4<sup>th</sup> to 15<sup>th</sup> for normal fall maintenance. They will be working on the ¾ flume during this outage. Steve said the City of Angels has approval of CalPERS for UWPA staff on their October 1<sup>st</sup> meeting agenda and thanked UPUD for their approval. Steve said that UWPA is planning to continue staff workshops with UPUD and the City of Angels, because of UWPA's new CIP and FERC licensing renewal in 2033, and would like Bill and Elaine to attend. Steve said they are also planning to schedule a joint JPA meeting with UWPA, UPUD and City of Angels to review the CIP process and make sure everyone is on board. Discussion ensued regarding City of Angels reservations regarding UWPA employee CalPERS approval.

Next UWPA meeting is scheduled for Tuesday, October 22, 2019 at 5:30 PM at the UWPA office in Angels Camp.

- 9.c LAFCO REPORT. There was no meeting this month.

The next LAFCO meeting is scheduled for Monday, November 18, 2019 at 6:00 PM at the Calaveras County Board of Supervisors Chambers in San Andreas.

- 9.d DISTRICT MANAGER'S REPORT. Bill Eltringham reported that the Monge Ranch Road Project has become more involved because they will be digging under the creek and will need more environmental review. UPUD will be looking at next Spring before the project begins. Bill said they will be going out to bid and the last estimated cost was at least \$240,000 for this project. Bill reported that on the Calaveras County Pennsylvania Gulch turn lane project, they will be putting in curved gutters and sidewalks and UPUD has an 8" irrigation main that will be in conflict. The moving of this line is near the fire station and will be at UPUD's expense to move and relocate this line because our line is not deep enough. Bill said this will be an expensive project and we will need to go out to bid for this project and this project is planned for December 2020. Bill said he does not have any estimated cost as of yet, as they don't know how deep they need to go or for how many feet until they get the new plans. Bill reported that the firm hired to complete the modeling has been working on the project and doing a thorough job and have gathered a lot of information. They are putting the information on preliminary maps. Bill said they will also be using the flow data the office staff has been working on for the Master Plan to complete this project. Bill said he hopes to have this done by end of year and this will be a very valuable tool for the district. Bill also reported that there is a pod of three tall cedar trees behind the office garage that are endangering a neighboring house and our property and they need to be removed. Bill said he received an estimated quote from A-1 Tree Service of \$4,000, since a crane will be required to remove these trees from the property. Bill reported that Troy Mumm was scheduled to take his T3 test in May 2019 and Bill said he was recently informed that his car broke down on the way and he missed the test and he has rescheduled to take his test on November 2<sup>nd</sup> this year. Bill said that he plans on sending Troy to a T3 class before the test. Bill noted that Frank Tonetti has let his T3 expire so we currently only have one T3 on staff, which is a Jason Eltringham. Bill said that Kyle Spence is a T1 and will be a while before he gets to a T3. Bill also reported to the Board that he will be having a knee replacement in December 2019 and is schedule to be off for surgery on December 11<sup>th</sup> for approximately 3-4 weeks. Bill said he feels the staff will be able to cover anything that may come up during this time.
- 9.e OFFICE MANAGER'S REPORT. Elaine Urruty reported the Master Plan data has been completed and she sent the last of the data reports over to Weber Ghio today. Matt is bringing Gary Ghio in to start working on the Master Plan soon. Elaine said Gary may decide he wants one more year (2019) now that July and August sales are complete. Elaine said she put the data on excel spreadsheets so that Weber Ghio can manipulate the data as they need to. Elaine said that she received the 5<sup>th</sup> Distribution request for the SWRCB/SRLF Grant in the amount of \$29,114 from Dave Bahr at Weber Ghio. This reimbursement covers the 4<sup>th</sup> quarter of 2018-2019 and leaves a balance in the grant of \$75,082 remaining effective July 1, 2019 out of a total grant of \$360,000. Bill signed off on the disbursement request and it has been sent in to SWRCB for reimbursement. Elaine also reported that she received a letter from CalPERS regarding the report of contributions to be paid for Lisa Biedinger for her six month probationary period of January 3, 2011 to June 30, 2011. The letter informed us that there will be no penalties charged because we followed their direction and we will just need to pay the contributions due for this period. Elaine said she has done a spreadsheet for CalPERS and the estimated contributions due is \$3,275. Elaine said she will be has entered into the CalPERS system and once proofed & verified with CalPERS will be processing through Springbrook for payment. Elaine said that she has a phone conference scheduled for tomorrow with Comcast Business to try and get Cal Net pricing as a government agency and

to review pricing and connection speeds, etc. to get us connected in preparation to move to Springbrook online bill pay module. Elaine reported that the website is now live. There are still updates we want to do and it will always be a work in progress. Discussion ensued regarding the processes to transfer our customers over to online bill pay. Elaine reported that Springbrook has some helpful examples of letters and tips for notification process, but it will be our responsibility to transfer everything over with their assistance and to notify customers and set up a timeline for transfer. Elaine said once online bill pay is up and running, we will get reports from Springbrook on a daily basis of payments received that we will then need to post on our side. Staff will also need to be trained on the processes prior to going live. Elaine said she is also working with Kris Jack from Computer Firemen to get an updated recommendation for the three computers for the office. Elaine said that she still needs to order office equipment, but will wait until after meeting with the Personnel Committee and Bill. Elaine said she has had staff meetings with the office staff to review duties and to work on a list of duties to assign to Mary. Elaine said she is also planning on scheduling training through Target Solutions for office staff on excel and word which should help with jobs duties in the office.

9.f IRRIGATION COMMITTEE. There was nothing to report.

9.g PERSONNEL COMMITTEE. Director Rasmussen asked that when the Personnel Committee meets that they also look into recommendation for increasing Kyle's salary to compensate for the employee contribution he will now have to pay. Bill Eltringham agreed that we should compensate Kyle. Elaine noted that we should look into compensating all current PEPR employees.

9.h BUDGET/FINANCE COMMITTEE. There was nothing to report.

10. DIRECTORS COMMENTS. There were no comments.

11. NEXT MEETING: Next regular meeting is scheduled for Wednesday, October 16, 2019, at 7:00 PM.

12. ADJOURNMENT. The meeting was adjourned with no further business at 8:44 PM.

Submitted by: Thomas E. Quincy  
Thomas E. Quincy, Secretary

Date: Oct 16, 2019

ATTEST:

Elaine M. Urruty  
Elaine M. Urruty  
Clerk to the UPUD Board of Directors